

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">11.2</p> <p>Date Filed</p> <p style="text-align: center;">June 3, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">4</p> <p>Effective Date</p> <p style="text-align: center;">September 20, 2005</p>
<p>References/Authority</p> <p>KRS 197.020 ACA 4-4314</p>	<p>Subject</p> <p style="text-align: center;"><b>NUTRITIONAL ADEQUACY OF INMATE DIET</b></p>	

## I. AUTHORITY

This policy and procedure is issued in accordance with the provisions of KRS 197.020 that authorizes the Commissioner of the Department of Corrections (Corrections) to prescribe the character of food and diet of inmates, rules for the preservation of the health of inmates and the quantity of food provided.

## II. PURPOSE

To establish standards for budgeting, planning, and documenting the minimum dietary requirements for inmates confined in facilities within Corrections.

## III. APPLICABILITY

To employees involved in the direction and supervision of the food service program, employees associated with those departments involved in the procurement, storage and use of food service supplies and facilities, and especially to the Branch Manager, Food Services Branch; Dietitian; Wardens; Deputy Wardens; and Contract Management Food Service Personnel.

## IV. DEFINITIONS

"Master menu" means a menu planned in accordance with recommended daily allowances as recognized by the National Academy of Sciences and shall consist of a twenty-eight (28) day cycle, rotating on a ninety-one (91) day basis. A master menu for use by all institutions shall be provided.

"Standard portion size" means the use of specific portion sizes and a standard recipe file.

## V. POLICY

An inmate shall be served a nutritionally adequate diet. Each Warden shall ensure this nutritional adequacy by providing direction that foods shall be served in accordance with the master menu as approved each quarter by the Branch Manager, Food Services Branch, and dietitian. The standards to be followed in preparing the master menu for

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foods to be served shall meet or exceed dietary allowances as stated in the recommended dietary allowances. All menus shall specify portion size. It shall be the responsibility of contract management employees to ensure compliance.

- A. Compliance with Corrections' master menu shall be documented on a monthly basis.
- B. A monthly staff meeting shall be held by the Contract Management Food Service Manager to review food service operations.
- C. All foods served shall be inspected and approved by the appropriate government authorities.
- D. Accurate records of all meals served shall be maintained.
- E. Corrections shall employ a dietitian to ensure compliance with nutritional and health care standards as related to food service.
- F. Food products shall be purchased via approved vendors. Use of USDA commodity products as well as seasonal farm produce shall be considered when planning the menu. Staff representatives from all institutions as well as information from annual surveys (designed for inmate evaluation of the menu) shall be included in the planning process.
- G. Budgeting, purchasing and accounting systems used by the food services program shall include at a minimum:
  - 1. Food cost accounting system that identifies the cost as the agreed upon contract rate.
  - 2. Monthly inventory of food products used.
  - 3. Annual survey of the eating habits of the institutional population.
  - 4. Adequate refrigeration and storage procedures for all food items. (This shall include using food products on a first-in, first-out basis).

## VI. PROCEDURES

- A. The quarterly master menu shall be designed to meet the nutritional needs of the population, as well as to ensure the provision of quality food in adequate quantities.

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Menus shall be implemented on an institutional level by food service staff through the use of a master recipe file, food production schedules and standard portioning control.

Substitutions shall receive prior approval unless made in emergency situations like equipment failure, product failure, and lack of inventory. Substitutions shall be recorded and submitted to the Food Services Branch Manager on a monthly basis.

#### B. Food Service Management

The contract management company along with the Department shall establish a food service staffing pattern appropriate in size to meet the needs of the facility. Staff size and organization may vary widely depending on the number of inmates, security level, physical plant and equipment available. Each food service department, however, shall provide the following minimum staffing pattern.

1. At least one (1) full time manager with educational background and experience in the management and supervision of food service operations.
2. Support staff adequate to ensure preparation and service of meals as prescribed in this policy.
3. Security supervision at a level appropriate for the facility.

#### C. Food Service Records for the Master Menu and Inventory Control

Records shall be maintained to document information related to the service of the minimum dietary requirements. These records shall include:

1. Signed contract and addendums to the agreement between the Department and the contract management company.
2. An up-to-date master menu and a record of all menu substitutions, additions or deletions.
3. A monthly inventory indicating foods utilized during the period.

#### D. Food Cost

The Contract Management Food Service Department records shall be maintained to document the following food service operations, at a minimum:

1. Food expenditure costs which identify per inmate cost, per day, per meal.

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2. Estimated requirements for food for at least fourteen (14) days in advance.
3. Purchase of foods via approved vendors.
4. Records of food in storage, date of storage and method used to ensure that food is on a first-in, first-out basis.

E. Meal Service Records

Records shall include, at a minimum, the following information:

1. Number of inmate meals served daily.
2. Number of visitor meals served daily.
3. Master menus and menu changes for the past year.
4. Average food cost per person, per day.
5. Records of food inventory (i.e. consumption).

F. Program Review

The master menu shall be nutritionally analyzed annually. A review of the institutional food service departments through an on site inspection shall be provided by the Food Services Branch Manager annually for all institutions. This review shall include an evaluation of sanitation, safety, staffing patterns, equipment needs, storage facilities and master menu compliance.